

HUMAN RESOURCES DIRECTOR

DEFINITION

Under general direction, functions as the administrative head of the Human Resources Department and is the final departmental authority in all matters of policy and operation; organizes, directs and controls all human resources activities; plans and manages comprehensive human resources, labor relations and employee relations programs; acts as the City's primary authority on human resources issues; performs other related work as required. This position is Civil Service exempt.

DISTINGUISHING FEATURES

This is a single-position classification at the top management level. The Human Resources Director is appointed by and reports directly to the City Manager, is a member of the City's top management team and is responsible for all operations of the Human Resources Department. Various related functions may be assigned to the department depending on the needs and priorities of the City.

EXAMPLES OF DUTIES

1. Establishes the mission of the Human Resources Department through and in response to the assessment of City needs and priorities.
2. Directs and participates in the development of goals, objectives, policies and procedures for the Human Resources Department.
3. Plans, directs, supervises and coordinates activities of Human Resources personnel.
4. Plans and directs comprehensive human resources, labor relations and employee relations programs and provides services to other City departments and designated agencies in accordance with federal, state and City Civil Service rules and laws, including employment management; classification and compensation; retirement systems; human resources planning, training and development; employee benefits and services; human resources information systems (HRIS); and personnel transactions and records.
5. Represents the City in employee labor contract negotiations; establishes and maintains effective management-employee relations and administers employee group contracts and agreements; provides counsel and advice on labor relations issues and matters.
6. Provides counsel and directs activities related to employee relations including policies, discipline, grievances, terminations and other personnel practices and problems; directs interaction with and counsels employees on job-related issues and problems, appeals and grievance rights and other work place issues.
7. Directs the development and maintenance of classification and compensation programs including administration of integrated human resources/payroll and finance computer system and functions and human resources information systems (HRIS).
8. Directs employment management functions including recruitment, examination, selection, orientation and promotion activities.
9. Directs administration of employee development programs and employee training activities.
10. Oversees the maintenance and provision of data in accordance with local, state, and federal record keeping requirements and as a research data source.
11. Plans, directs, conducts, and/or reviews studies and reports.
12. Provides staff support to assigned boards and commissions including the Civil Service Board and Pension Board.
13. Confers with other departments, agencies, public officials, labor relations representatives, employees, applicants, and public and community-based organizations regarding human resources and employee relations issues; makes presentations on human resources and employee relations projects, programs and activities.
14. Participates in City management staff meetings with other Department Heads; discusses and reviews overall City problems and priorities; may serve on special task forces or direct the conduct of projects having a general City-wide impact.
15. Oversees preparation and administration of departmental budget.
16. Responsible for the supervision, training and evaluation of Human Resources personnel.

EMPLOYMENT STANDARDS

Education/Experience

Any combination equivalent to education and experience likely to provide the required knowledge and abilities. A typical way to obtain the knowledge and abilities would be:

Education: Graduation from an accredited four year college or university with major course work in human resources management, industrial relations, business or public administration or a related field. A related advanced degree is desirable.

Experience: Ten years of broad and extensive experience in all major phases of human resources administration and management including employee and labor relations and human resources information systems (HRIS), at least five of which shall involve responsible management experience.

Knowledge

Knowledge of philosophy, objectives, trends, techniques, principles and practices of public sector human resources management and administration including labor relations and negotiations, employment management, classification and compensation, benefits administration, employee relations and employee development; human resources information systems (HRIS); state, federal and local laws and regulations related to human resources management.

Ability

Ability to effectively and efficiently plan, organize, coordinate and direct all Human Resources Department activities; demonstrate effective leadership; develop and implement goals, objectives, policies, procedures, work standards and internal controls; oversee development and implementation of comprehensive human resources, labor relations and employee relations programs, human resources information systems (HRIS), and other human resources activities; review and analyze complex and technical information; draw valid conclusions and project consequences of decisions and recommendations; set priorities and meet deadlines; apply state, federal and local laws and regulations related to Human Resources Department management; interpret, apply and explain rules, laws, regulations, policies and procedures; issue instructions, directions and orders; analyze situations and make quick decisions requiring sound judgment; maintain level of knowledge required for satisfactory job performance; establish and maintain accurate records; prepare concise, comprehensive reports; communicate effectively; act with resourcefulness, courtesy and initiative; exercise independent judgment; and establish and maintain effective working relationships with employees, management personnel, public officials, employee groups and the general public.

Other Requirements

May require possession of a valid California Driver's License and satisfactory driving record as a condition of initial and continued employment.